

**Town of Dudley**  
**Minutes of the Personnel Board Meeting of December 19, 2017**  
*9:00 AM, Dudley Municipal Complex, Room 321-A*  
**Approved 1/16/2018**

**1. Open Meeting**

Lorna Wade opened the meeting at 9:00am. In attendance Rose Smoolca, Jim Dunn and Peter Fox, who is the Alternate. Also in attendance was Michelle Jervis. Anne Marie Gray was absent.

**2. Acceptance of Minutes:**

Peter Fox motioned to approve the meeting minutes of 11/21/2017 as printed. Jim Dunn seconded. Unanimous 4-0. Maribeth Marzeotti entered the meeting at 9:03am.

**3. Appointments:**

**4. Citizens Comments:**

**5. Old Business:**

**Self-Evaluations and Supervisor Evaluations** - Ms. Wade stated that employee evaluations were due on 12/17/2017. She only received a few of them. An email will be sent out reminding everyone that their evaluations are due.

**6. New Business:**

**Employee Handbook and New Employees** – Regarding new employees, members will be willing to introduce them to our staff welcoming them to Dudley. All agreed that the Handbook must be updated. This will be done in the early part of 2018 at a time that does not conflict with regularly scheduled business meetings. Any changes they make will be brought to the Board of Selectmen. Progressive discipline is something that needs to be reviewed.

**Personnel Handbook** – All agreed it has been quite sometime since this Handbook was updated. There have been new policies and procedures to include. This matter will be brought up after the holidays at a time other than a meeting time. Copies of the Handbook were distributed to members to review and Ms. Wade highly recommended that department heads read it and be knowledgeable about its contents.

**7. Board Member Comments:**

**8. Next Meeting and Adjournment**

The next meeting of the Personnel Board will be on Tuesday, January 16, 2017 at 9:00 AM in the Dudley Municipal Complex, Veterans' Memorial Hall, Room 321-A.

Maribeth Marzeotti motioned to adjourn at 9:10am. Jim Dunn seconded. Unanimous 4-0.

Respectfully submitted, Michelle Jervis